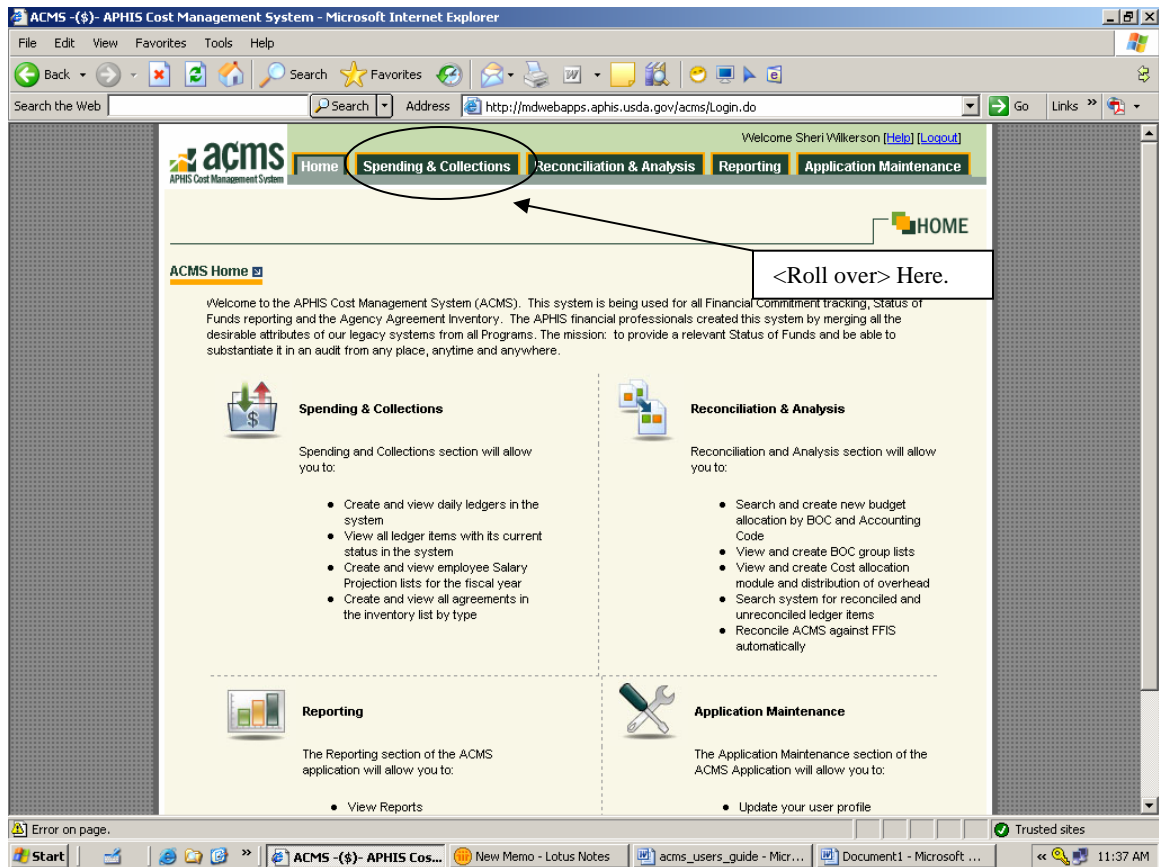


## **ADDING A NEW COOPERATIVE SERVICE AGREEMENT (CSA) – REIMBURSABLE IN ACMS**

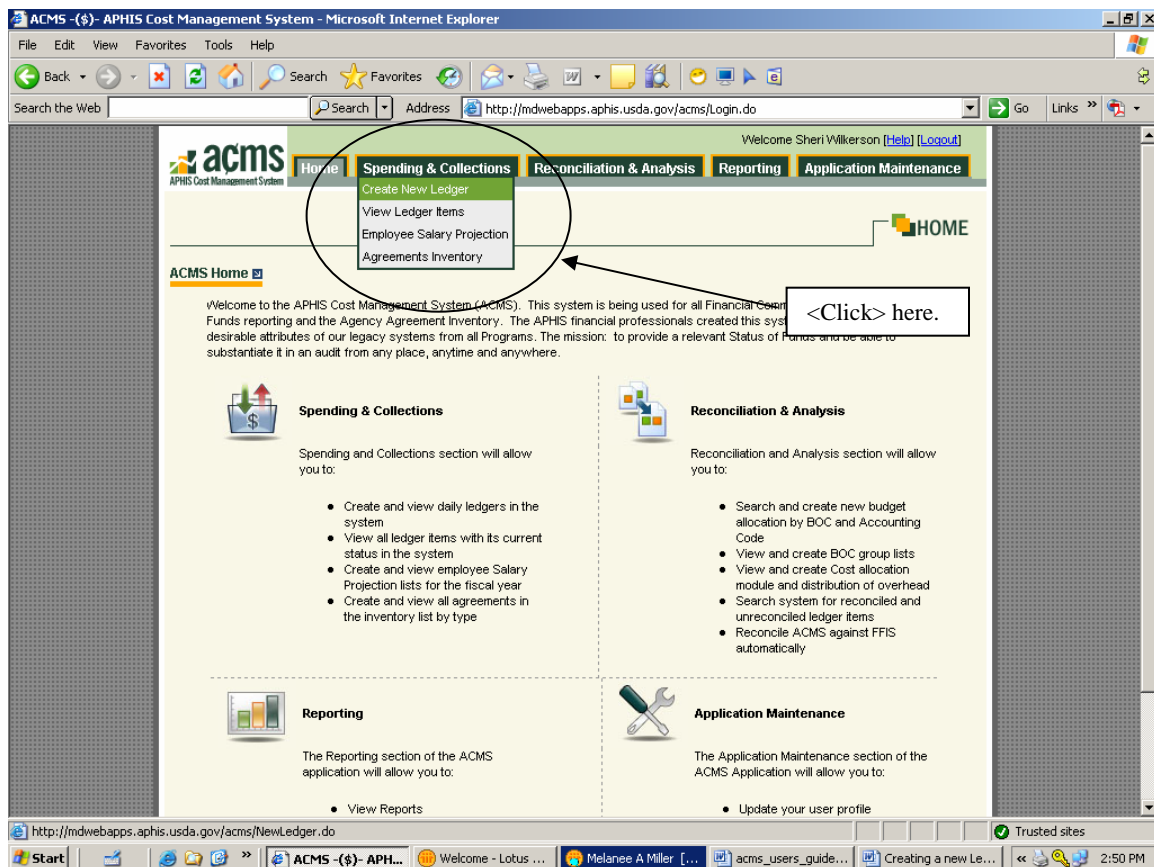
Follow the instructions on “**Logging into ACMS**” then follow the instructions below:

### **Step 1:**



1. <Roll> over the tab Spending and Collections.

## Step 2:



2. <Click> Agreements Inventory.

### Step 3:

ACMS -(\$)- APHIS Cost Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://mdwebapps.aphis.usda.gov/acms/ListAgreement.do> Go Links APHIS Home Pag

Welcome Linda Stevens [Help](#) [Logout](#)

**acms** APHIS Cost Management System

Home Spending & Collections Reconciliation & Analysis Reporting Application Maintenance

Reports: [Status of Funds](#) [Strategic Funds](#) [Allocations](#) [Employees](#) [Agreements](#)

**Spending & Collections**

**Locate an Agreement**

Use this screen to locate an existing agreement document for modifications/amendments or to add a new agreement. Any type of reports for agreement will need to be done through the Reporting module.

From the type drop down list, select the agreement type that you would like to edit or add entries to. The agreements associated with that type are displayed below. To create a new agreement for that type click the **New Agreement** button.

Type: **Cooperative Service Agreement/Reimbursable**

Agreement # 06 RA Search

7 items found.

Agmt #	Account Code	Cooperator	Activity	Amount	Total Amount	Action
06-7226-4301-RA	6737226018	US Department of the Interior	Wildlife Services, Agriculture/Aquaculture	10000.00	10000.00	
06-7226-9002-RA	6837226819	US Department of Energy	Wildlife Services, Agriculture/Aquaculture	800.00	800.00	
06-7234-3317-RA	6737234020	Adams County	Aquatic Nuisance	29743.00	29743.00	
06-7308-5068-RA	6737308611	USDOD US Army	Wildlife Services, Agriculture/Aquaculture	10000.00	10000.00	
06-7308-9999-RA	6737308123	US Department of State	Wildlife Services, Agriculture/Aquaculture	50000.00	50000.00	
06-7412-0123-RA	5737412520	US Department of Justice	Wildlife Services, Agriculture/Aquaculture	25000.00	25000.00	
06-7483-0327-RA	6527483010	USDOD US Army	Wildlife Services, Agriculture/Aquaculture	20000.00	20000.00	

Done Trusted sites

Start ACMS -(\$)-... C:\Documen... Adding a Ne... << 11:25 AM

3. <Click> Drop down menu and select Cooperative Service Agreement (CSA) – Reimbursable. Scroll to the bottom of the page and <click> New Agreement.

#### Step 4:

ACMS -(\$)- APHIS Cost Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://mdwebapps.aphis.usda.gov/acms/ListAgreement.do Go Links APHIS Home Pag

Welcome Linda Stevens [Help] [Logout]

Home Spending & Collections Reconciliation & Analysis Reporting Application Maintenance

Reports: Status of Funds Strategic Funds Allocations Employees Agreements

Cooperative Service Agreement/Trust Fund

Begin here.

\* Indicates a required field

Enter agreement data.

Agreement #\*: [ ] - [ ] - [ ] - TF FY Originated: [ ]

Start Date\*: [ ] End Date: [ ]

mm/dd/yyyy mm/dd/yyyy

Project Description: [ ] Status: Active

Cooperator Name\*: [ Select Cooperator Name ]

Cooperator City\*: [ ] Cooperator State\*: [ ]

Cooperator Country: [ ]

Cooperator Type\*: [ ] Cooperator Minority\*: [ ]

ADODR Contact\*: [ Select ADODR Contact ]

ADMIN Contact\*: [ Select ADMIN Contact ]

Related Document #: [ ]

Done Trusted sites

Start ACMS -(\$)-... C:\Documen... Adding a Ne... 7:33 AM

4. The Cooperative Service Agreement-Reimbursable page of ACMS provides all the fields necessary to add a new CSA-Reimbursable into ACMS. Please Note: A red asterisk (\*) indicates a field which requires entry before the system will allow the entry to be saved.

Agreements #: Enter the agreement number which has been assigned to the agreement. Please Note: The agreement number now has 11 digits.

- Example: 06-8100-12345-CA
- Enter the assigned agreement number.
- Position 1-2: Current fiscal year of the agreement (tab to next field)
- Position 3: Identifies the program or unit
- Position 4: Region number
- Position 5-6: Area, state, or other, such as 00 if HQs (tab to next field)
- Position 7-11: Sequential control number
- Position 12-13: Acronym for agreement type

FY Originated: Enter the fiscal year the agreement originated. Example: 2006.

Start Date\* (MM/DD/YYYY): Enter the beginning date of the agreement. Example: 10/01/2005.

End Date\* (MM/DD/YYYY): Enter the ending date of the agreement. Example: 09/30/2006.

Project Description: Enter the description as noted in the work plan or agreement. Example: Survey work to control Russian Wheat Aphid.

Status: The status levels are as follows:

- Pending – Those agreements which are in the development stage and have not been awarded.
- Active – Those agreements which have been awarded.
- Inactive – Those agreements which are not “Active” or “Pending”. “Inactive” agreements will not be shown on any “Active” or “Pending” reports.

Cooperator Name\*: Choose appropriate cooperator’s name from drop down list.

(Please email ACMS Agreements Help Line if the cooperator’s name is not listed in the drop down list.) Example: USDA Agricultural Research Service.

Cooperator City\*: Enter the city name where cooperator is located. Example: Beltsville.

Cooperator State\*: Choose the State where the cooperator is located from the drop down list. Example: MD.

Cooperator Country: Choose the Country where the cooperator is located from the drop down list. Example: USA.

Cooperator Type\*: Choose the appropriate cooperator type from the drop down list.

- CO County
- FED Federal Agency
- FRN Foreign Country
- FRN EXP Foreign Exporter
- FRN NP Foreign Non-Profit
- IHE Institution of Higher Education
- IHE HBCU Historically Black Colleges & Universities
- IHE HSI Hispanic Serving Institutions
- IHE TCU Tribal Colleges and Universities
- IND Individual
- INTST Interstate
- NPO Non-Profit Organization
- PO Profit Organization
- SCHL Independent School District
- SPDIST Special District
- ST State
- TRB Tribe
- TWN Township

Cooperator Minority\*: No – If cooperator is not a Minority Institution. Yes – If cooperator is a Minority Institution as noted below. Choose appropriate response from the drop down list.

- HBCU: Historically Black Colleges and Universities. Institutions of higher education that are accredited, which were established before 1964, and have had the principal mission of educating African Americans. An HBCU must be legally authorized by the State in which it is located and must be a two or four year college or university.

- HSI: Hispanic Serving Institutions Title V and Comprehensive List (includes Title V, HACU, and HSIs) as of March 2003, as submitted by the White House Initiative on Educational Excellence for Hispanic Americans.
- TCU: Tribal colleges and universities are those institutions cited in Section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), any other institution that qualifies for funding under the Tribally Controlled Community College Assistance Act of 1978 (25 U.S.C. 1801 et seq.), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Public Law 95-471, title II (25 U.S.C. 640a note).

Lists containing names of these institutions are included for your information.

ADODR Contact\*: Choose appropriate ADODR from drop down list. This is the person listed as the Authorized Departmental Officer's Designated Representative (ADODR) as shown in the agreement. (Please email ACMS Agreements Help Line if the name of the ADODR Contact is not listed in the drop down list.) Example: Joe Smith.

ADMIN Contact\*: Choose appropriate ADMIN Contact from drop down list. This person is the Analyst or Agreements Specialist who processes the agreement. (Please email ACMS Agreements Help Line if the name of the ADMIN Contact is not listed in the drop down list.) Example: Jane Jones.

Related Document #: If applicable, enter the number of another agreement if it relates to the existing agreement. This field may be left blank if there is no related document. Example: 05-8100-0345-MU.

Comments: Enter information that further clarifies actions (revisions, etc.,) applicable to the agreement. Example: REV #1, 11/18/06, JD, revised to increase by \$5,000.

Activity\*: Choose the appropriate activity as it relates to the agreement from the drop down list. (Please email ACMS Agreements Help Line if the name of the Activity is not listed in the drop down list.) Example: Russian Wheat Aphid.

A list of Activities is included for your information.

Accounting Code\*: Enter the accounting code on the agreement. Do not enter dashes. The accounting code must be a currently active accounting code. If more than one accounting code is to be used, a complete new entry will be required. Example: 6528101234.

Amount\*: Enter the initial amount of the agreement to include a decimal point. Dollar sign is already in front of the entry field. Any revisions which change funding amounts will be changed here. Example: 20134.84.

Revision: Select this box if revisions have been made in ACMS to this agreement. Example: ✓.